

What I need from you

The Deadline Diary

This list explains what I need for this service, why I need it and where you can usually find it. Send the information together where practical. Tell me straight away about anything unavailable or urgent. I will confirm when the essential information is complete and the delivery date is fixed.

Essential items are needed before the relevant work can proceed. Important items affect what I can conclude; optional items add useful context. If an item is missing, incomplete, unreadable or a different version from one already sent, identify it by its number and explain what you hold. I will tell you what replacement is needed, why it matters and any effect on the agreed work or date.

1. The executed contract and every amendment, for each contract in scope **ESSENTIAL**

Why I need it. Every date in the diary is calculated from a clause, and the amendments are where the periods change.

Where you'll find it. The order email or the job's commercial folder normally holds the signed copy; the amendments usually sit as a schedule bolted to it.

Without it. That contract's rows cannot be calculated, and it is left out of the diary

2. The application dates actually in use on each contract **IMPORTANT**

Why I need it. The comparison between the dates required and the dates in use is the product.

Where you'll find it. There is no document for this: just say it in the email, the date you apply on and the date you expect payment, for each contract.

Without it. That contract's row carries the calculated dates only, with no check against what you are actually doing, so a mismatch already running goes unflagged

How to send it

Everything to contact@jackbutlerkettle.com. Original files rather than scans of printouts wherever you have them, and forwarded emails rather than text copied out of them, because the dates and the addressees travel with the original and they often turn out to matter.